Purpose:

All Arizona Department of Juvenile Corrections (ADJC) facilities shall use a standardized Room Numbering system to ensure continuity within the Campus buildings' room numbers and to help maintain the integrity of the Campus Facilities Management System (FMS) data. This information shall be in compliance with the American Correctional Association (ACA) Safety Fire codes.

Rules:

1. ADJC utilizes a Computer Aided Facilities Management Program to compute room numbering standards. In order to follow room numbering conventions, the **ADJC FACILITIES MANAGEMENT ADMINISTRATOR OR DESIGNEE** shall:
   a. Assign an identification number to:
      i. All interior rooms, both assignable and unassignable;
      ii. Covered, and unenclosed areas;
      iii. Corridors;
      iv. Elevators;
      v. Stairwells;
      vi. Closets;
      vii. Public restrooms; and
      viii. New and existing buildings.
   b. Use the Capital Asset Account Number (CAAN) as assigned by the Arizona Department of Administration (ADOA) to all ADJC buildings that contain:
      i. The prefix "JC" as described in the following example:
         (1) Adobe Mountain School JC -1 – 001 - 0300 Triumph Building;
         (2) Eagle Point School JC -1 – 002 - 0080 Wolf-Roadrunner;
         (3) Black Canyon School JC -1 – 003 - 0090 Vision Building; and
         (4) Catalina Mountain School JC -2 – 008 - 0050 Recovery Building.
      ii. Only alpha-numeric characters.
   c. Assign room numbers by:
      i. Using four digit numbers;
      ii. Using an alpha character prefix or suffix if necessary;
      iii. Skipping and reserving sufficient numbers to maintain consistent room numbering standards and allowing for future renovation **only** when a corridor contains:
         (1) Classrooms;
         (2) Meeting rooms; and
         (3) Suites or other large spaces accessed through a single door.

2. **Individual Rooms:**
   a. When assigning numbers to individual rooms the **ADJC FACILITIES MANAGEMENT ADMINISTRATOR OR DESIGNEE** shall:
      i. Use four digit numbers indicating floor level and office number, such as:
         (1) First floor rooms shall be numbered 0100's, the second floor rooms shall be 0200's, third floor rooms 0300's, etc.;
         (2) Basement level areas shall be 0001, 0002, etc;

                    (3) Sub-basement areas shall be B0001, B0002, etc.
        ii. Use odd numbers on the left side of a corridor and even numbers on the right depending on the location of the main entrance;
       iii. Skip room numbers on one side of a corridor if necessary to maintain succession with the numbering on the opposite side of the córridor;
       iv. Use similar numbering on each floor, even when the floor plans are different:
               (1) Rooms with the same digits for example 0001, 1001, 2001 shall be in the same vertical stack.
      v. Assign each room only one number regardless of the number of doors opening into it.

3. **Multiple Wings:**
   a. When assigning numbers to multiple wings the **ADJC FACILITIES MANAGEMENT ADMINISTRATOR OR DESIGNEE** shall:
      i. Use the second digit to indicate the section, for example: Javelina 1100, 1200, 1300; 2100, 2200, 2300; etc;
      ii. Ensure the numbers are coordinated with the main section starting at "1100";
      iii. Use room numbers that flow in ascending order from one end of the building to the other in a building with only one dividing corridor;
      iv. Use numbers that flow in ascending order in a clockwise direction through the corridors from the main entrance, or similar location such as the elevator lobby in a building regardless of the floor plan.

4. **Using Alpha characters:**
   a. When assigning alpha characters the **ADJC FACILITIES MANAGEMENT ADMINISTRATOR OR DESIGNEE** shall:
      i. Use an alpha character prefix in a clockwise manner when indicating areas not defined as rooms such as:
         (1) "M" for Small Mezzanines (large Mezzanines shall be numbered as a whole floor);
         (2) "CR" for Corridors;
         (3) "ST" for Stairwells;
         (4) "EV" for Elevators; and
         (5) "CU" for Covered Unenclosed.
      ii. Use an alpha character suffix (except "I" and "O" since they can be mistaken for numerals) in a clockwise manner when rooms are not entered through a corridor or lobby like a suite of offices;
      iii. Only use two letter alpha character suffixes during a renovation if neighboring room already has an alpha suffix. (For example, Office 0301A already exists, the office next to it shall be numbered 0301AA);
      iv. Approve all rooms that require a two letter alpha suffix.

5. When assigning room numbers the **ADJC FACILITIES MANAGEMENT ADMINISTRATOR OR DESIGNEE** shall **not**:
   a. Number Uncovered courtyards and roofs;
   b. Number rooms in a descending order;
   c. Use more than four numeric characters and one or two alpha characters if necessary; and
   d. Use periods, hyphens, spaces, or any non-alpha characters.

6. When proposing a room numbering change in the case of renovation or addition to an existing building, the **ADJC EMPLOYEE** shall send a proposal to the Facilities Management Administrator for approval to ensure compliance with these standards.

7. In cases where the room design is more complex or there is a limited availability of numbers, the **ADJC FACILITIES MANAGEMENT ADMINISTRATOR OR DESIGNEE** may abandon the odd-even numbering format if a different number scheme seems more logical.

Signature,Date   **Approved by Process Owner**

2 /19 /2008   Jose DeLaTorre, Facilities Management
                                        Administrator

Effective Date   **Approved by**

2/19/08   Michael D. Branham, Director

ARIZONA DEPARTMENT
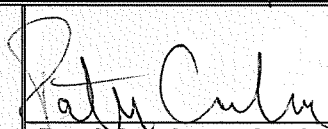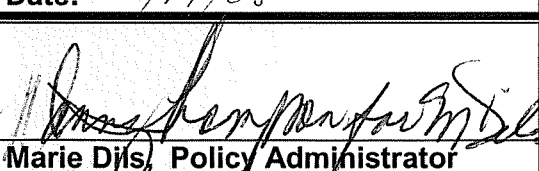JUVENILE CORRECTIONS

DIRECTOR'S POLICIES AND PROCEDURES
REVIEW CHECK LIST

Document ID: 2401.02, 2401.02A
Sharon Bohm 2/14/08

	Check all appropriate Items	Comments
☐	New Policy ☒ New Procedure	
☐	Updated Policy ☐ Updated Procedure	
☒	Process Owner approved	
☒	Notification of changes to Staff; NO training of staff recommended	
☐	Notification of changes to Staff; Training of staff recommended	

		Comments
☑	Michael Branham, Director Date: 2/19/08	
☐	Patti Cordova, Assistant Director, Support Services Date: 2 19 08	
☐	Jose De LaTorre, Facilities Management Administrator Date: 2/19/08	
☐	Marie Dils, Policy Administrator Date:	